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Assistant Comptroller

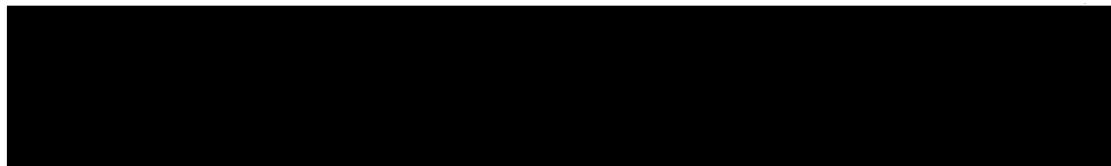
Comptroller

Survey of Finance Branch

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1. You are directed to ~~conduct a complete survey of the~~ Finance Branch, which should ~~consist of a review of its functions,~~ procedures, practices and workload, and submit a report outlining the present situation together with recommendations as to any corrective or remedial actions which appear to be necessary or desirable.
2. This survey should include, but is not necessarily limited to:
 - a. Review of the adequacy and practicability of Agency Regulations pertaining to the use of confidential funds.
 - b. Survey of the present physical facilities, machines, and manpower of the Branch to determine adequacy and maximum utilization.
 - c. Inspection of the system of records, accounts, and reports to determine their adequacy, accuracy and usefulness.
 - d. Examination of the Branch's internal organization and delegations of responsibility and authority, and survey of the internal standards, criteria, procedures, and controls used in the auditing and processing of accounts, and disbursing of official funds.
 - e. Survey of the payroll system and methods employed in computing and paying compensation to employees, staff agents, and contract agents.

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- b. Examination of the training program conducted by the Branch.

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- 2 -

i. Review of procedures and practices employed in authorizing, auditing, and paying travel for employees, staff agents, and contract agents.

25X1A j. Review the duties and responsibilities of the Branch pertaining to the financial servicing of agent contracts and subsidy and proprietary projects. (The Deputy Comptroller, [REDACTED] is presently engaged in establishing procedures and controls and delineating the responsibility and functions of the Coordination and Contracting Unit pertaining to agent contracts, and subsidy and proprietary projects. This part of your survey should be coordinated with [REDACTED]

25X1A k. Examination of financial support services provided overseas installations and activities, and individuals operating abroad.

l. Inspection of procedures and practices pertaining to the control, custody, and safekeeping of cash, and other negotiable assets.

3. In conducting this survey it is desired that you confer with the I&S Audit Staff and officials of the operating offices and solicit their opinions and suggestions, regarding recommendations for remedial and corrective actions.

4. In view of the time which will be required to conduct and report upon a complete survey you are directed to make interim reports on those activities or functions which appear to require immediate corrective action.

E. R. SAUNDERS

ERS/FPB/vlb

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